CALENDAR SUBMISSIONS

All public schools and approved private schools are required to submit their calendars online. It is necessary to have a common logon in order to access the application. The procedure to follow in requesting this logon account is as follows:

1. You must have a CTDS to obtain a Common Logon for the ADE website. If your program is new and does not yet have a CTDS number, it will be assigned one once your application is approved.

2. Gather the following information for each site: Name of organization; full name and title of contact person; telephone number; and email address.

3. Submit the above information with your request for logon to Enterprise@ade.az.gov. Also request access to Calendar Application and Certification Search

4. You will be notified by email when the account is established.

5. Once your account has been established, logon using your password and complete the calendar submission for each site.

6. Submit a copy of the confirmation page from the calendar application to Eric Edge at eric.edge@azed.gov. This confirmation page must indicate that your calendar is active.

If you have any questions about the logon, you may contact the Enterprise Management desk at (602) 542-7378 or email questions to the address in Step 3.